

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER ON ALCOHOL & CONTROLLED SUBSTANCES TESTING**SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE**

I, (Print Name) _____
First, M.I., Last _____ Social Security Number _____
hereby authorize that:

Previous Employer: _____
Street: _____ Telephone: _____
City, State, Zip: _____ Fax No.: _____

may release and forward information requested by section 2 of this document concerning my Alcohol and Controlled Substances Testing records to:

Prospective Employer: _____
Attention: _____
Street: _____ Telephone: _____
City, State, Zip: _____ Fax No.: _____

Applicant Signature _____ Date _____

This is in compliance with §382.405(f) and (h), which state:

(f) Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by that subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

(h) An employer shall release information regarding driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.

§382.413(a)(b)(c)(e)(f) further state:

(a) An employer may obtain, pursuant to a driver's written consent, any of the information concerning the driver which is maintained under this part by the driver's previous employer.

(b) An employer shall obtain, pursuant to a driver's consent, information

on the driver's alcohol tests with a concentration of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the driver's previous employer under §382.401(b)(1)(i) through (iii).

(c) The information in paragraph (b) of this section must be obtained and reviewed by the employer no later than 14 calendar days after the first time a driver performs safety-sensitive functions for an employer.

(e) The prospective employer must provide to each of the driver's employers within the two preceding years the driver's specific written authorization for release of the information in paragraph (b).

(f) The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. Each employer must maintain a written, confidential record with respect to each past employer contacted.

SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER

COMPLETE THIS SECTION AS IT PERTAINS TO PART 382. SEE SECTION 382.413(b), ABOVE:

YES NO

1. Has this person ever tested positive for a controlled substance in the last two years?

☐ ☐

2. Has this person ever had an alcohol test with a Breath Alcohol Concentration 0.04 or greater in the last two years?

☐ ☐

3. Has this person ever refused a required test for drugs or alcohol in the last two years?

☐ ☐

If **YES** to any of the above questions, please give the SAP's (Substance Abuse Professional) name, address and phone number for further reference.

Name: _____

Street: _____

City, State, Zip: _____ Telephone: _____

SECTION 3: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

This form was (check one) ☐ Faxed to previous employer. ☐ Mailed to previous employer.

Date: _____

Complete below when information is obtained.

Information received from: _____

Recorded by: _____ Method: ☐ Fax ☐ Mail ☐ Phone

Date: _____ ☐ Personal Interview

SHOULD BE PREPARED IN TRIPLICATION:

ONE COPY IS COMPLETED AND RETURNED TO PROSPECTIVE EMPLOYER, ONE COPY IS TO BE RETAINED BY PREVIOUS EMPLOYER, THE THIRD RETAINED BY THE PROSPECTIVE EMPLOYER UNTIL SUCH TIME AS INFORMATION IS OBTAINED FROM PREVIOUS EMPLOYER